

DOUGLAS COUNTY COMMUNITY DEVELOPMENT
1594 ESERALDA AVENUE
POST OFFICE BOX 218
MINDEN, NEVADA 89423
(775) 782-6217

FOR STAFF USE ONLY

File Number _____ Receipt Number _____

Received By _____ Date _____

LAND DIVISION APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit a **Land Division Application** with Douglas County.

As an applicant, you must complete this form and incorporate all requested information, as prescribed by the application submittal requirements, before the application is accepted for processing by the Community Development Department.

A. Application for (check all applicable):

- | | | |
|--|--|---|
| <input type="checkbox"/> AMENDED MAP | <input type="checkbox"/> MINOR MODIFICATION | <input type="checkbox"/> PARCEL MAP, FINAL |
| <input type="checkbox"/> BOUNDARY LINE ADJUSTMENT | <input type="checkbox"/> MAJOR MODIFICATION | <input type="checkbox"/> REVERSION to ACREAGE |
| <input type="checkbox"/> DEVELOPMENT AGREEMENT | <input type="checkbox"/> PARCEL MAP, TENTATIVE | <input type="checkbox"/> SUBDIVISION MAP, FINAL |
| <input type="checkbox"/> DIVISION of LAND into LARGE PARCELS | <input type="checkbox"/> PRE-APPLICATION | <input type="checkbox"/> SUBDIVISION MAP, TENTATIVE |
| <input type="checkbox"/> VARIANCE to IMPROVEMENT STANDARDS | | |

B. Project Location

Street Address (if available): _____ Community: _____

Assessor's Parcel Number(s): _____

Approximately _____ Feet North or South of _____
(Circle one) (Street Name)

Approximately _____ Feet East or West of _____
(Circle one) (Street Name)

C. Project Description

The applicant is requesting: _____

Current Zoning district: _____ Current Master Plan designation: _____

Floodplain designation (from FIRM maps): _____ FIRM #: _____ FIRM Date: _____

List any previous applications that have been filed for this site: _____

APPLICANT:

Contact Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: () _____ Fax No: () _____

E-mail Address: _____

OWNER:

Contact Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: () _____ Fax No: () _____

E-mail Address: _____

ENGINEER/REPRESENTATIVE:

Contact Name: _____ Company: _____

Address: _____ City/State/Zip: _____

Telephone No: () _____ Fax No: () _____

E-mail Address: _____

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(s) Of RECORD: (Include extra sheets if necessary)

Printed Name	Signature	Date
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Printed Name	Signature	Date
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Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=20', 1"=50', 1"=100') or architectural scale (e.g., 1/4"=1', 1/8"=1') that is appropriate to the project size, and clearly define and identify all of the required information.

APPLICANT/APPLICANT'S REPRESENTATIVE:

Printed Name	Signature	Date
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APPLICATION FILING DEADLINES AND HEARING DATES - 2009

APPLICATION SUBMITTAL BY APPOINTMENT ONLY

Please call (775) 782-6218 to arrange an appointment.

Appointments must be made at least 24 hours in advance.

Application Submittal Deadline ^{1 & 2} (Tuesdays before 12:00)	Projects Meeting (Wednesdays 8:30 – 12:00)	Staff/Applicant Meeting (Mondays 8:30 – 2:30)	Administrative Review Deadline (Design Review)	Administrative Hearing Panel (AHP) Date (Thursdays at 2:00)	Planning Commission Hearing (Tuesdays)	Board of Commissioners Hearing (Valley/Lake) (Thursdays)
(All Applications) →	(All Applications) →	(All Applications) →	(Design Review)	(Tentative Parcel Maps)	(SUP, VAR ² , ZMA, MPA, TSM, TLD ³ M ² , & PD)	(ZMA, MPA, TSM, FLD ³ M, PD, & Abnmt)
Sept. 29	Oct. 7	Oct. 12	Nov. 10	Nov. 12	Nov. 10	Dec. 3/Dec. 17
Oct. 13	Oct. 21	Oct. 26	Nov. 25	Dec. 10	Dec. 8	Jan. 7 / Jan. 21, 2010
Oct. 27	Nov. 4	Nov. 9	Dec. 11	Dec. 10	Dec. 8	Jan. 7 / Jan. 21, 2010
Nov. 10	Nov. 18	Nov. 23	Dec. 24	Dec. 10	Dec. 8	Jan. 7 / Jan. 21, 2010
Nov. 24	Dec. 2	Dec. 7	Jan. 8, 2010	Jan. 14, 2010	Jan. 12, 2010	Feb. 4 / Feb. 18, 2010
Dec. 8	Dec. 16	Dec. 21	Jan. 20, 2010	Jan. 14, 2010	Jan. 12, 2010	Feb. 4 / Feb. 18, 2010
Dec. 22	Dec. 30	Jan. 4, 2010	Feb. 3, 2010	Feb. 11, 2010	Feb. 9, 2010	Mar. 4 / Mar. 18, 2010
Jan. 5, 2010	Jan. 13, 2010	Jan. 18, 2010	Feb. 15, 2010	Feb. 11, 2010	Feb. 9, 2010	Mar. 4 / Mar. 18, 2010

Key to Abbreviations:

SUP = Special Use Permit; **VAR** = Variance; **ZMA** = Zoning Map Amendment; **MPA** = Master Plan Amendment; **TSM** = Tentative Subdivision Map; **TLD³M** = Tentative Map for Division of Land into Large Parcels; **FLD³M** = Final Map for Division of Land into Large Parcels; **Abnmt** = Road or Easement Abandonment.

List of Footnotes:

- 1** – All applications submitted between listed application submittal deadline dates are deemed to be submitted on the next applicable submittal deadline date.
- 2** – Applications for Variances and Tentative Division of Land into Large Parcel Maps will only be accepted on the following dates: Sept. 29th, Oct. 27th, Dec. 8th, and Jan. 5th, 2010.

Pre-Application Meetings:

Pre-Application meetings are optional, but recommended prior to formal submittal. In order to schedule a Pre-Application meeting, please fill out a Pre-Application Form and submit it to the Community Development Department.

Note: The above dates are contingent upon the applicant submitting a complete application package. The scheduling of public hearings may also be affected by the timing of advisory board meetings such as the town boards and Water Conveyance Advisory Committee.

Land Division Submittal Requirements

	<div>Amended Parcel Map</div> <div>Amended Subdivision Map</div> <div>Boundary Line Adjustment</div> <div>Division of Land into Large Parcels</div> <div>Final Parcel Map</div> <div>Final Division of Land into Large Parcels</div> <div>Tentative Parcel Map</div> <div>Reversion to Acreage</div> <div>Final Subdivision Map</div> <div>Tentative Subdivision Map</div> <div>Variance to Improvements</div> <div>Minor Modification</div> <div>Major Modification</div>													
FEE	Please see "Douglas County Community Development Application/Administration Fees"													
1. APPLICATION FORM	2/4*	2/4*	1	2/4*	2	2	2/4*	2/4*	2	2/4*		2/4*	2/4*	
2. ORIGINAL MAP MYLAR			1		1	1		1	1					
3. MAP COPIES	4/6*	4/6*	2	20	4	9	15	15	4	30		4/6*	30	
4. REDUCED MAP	1	1		15		1	15	15	2	10			10	
5. TM APPROVAL LETTER					2	2			2			2/4*		
6. CONDITIONS DOCUMENT					2	2			2					
7. WATER RIGHTS					YES				YES					
8. RECORDING FEE				**	**				**					
9. Approved Improvement Plans or Notice of Completion					1				1					
10. COST ESTIMATE					1				1					
11. FINANCIAL SECURITY					1				1					
12. WILL SERVE LETTERS				2			2			2			2	
13. NDEP RECOMMENDATION							2			2			2	
14. OFF-SITE DEDICATION							2			2			2	
15. FINAL MAP ON DISK					1	1			1					
16. MASTER PARCEL PLAN							2/4*							
17. AREA STUDY							2/4*							
18. TAX RECEIPT	1	1	1	1	1	1	1	1	1	1			1	
19. PERSONAL NOTIFICATION	YES	YES		YES			YES	YES		YES			YES	
20. VICINITY MAP	1	1		1			1	1		1			1	
21. TITLE REPORT	1	1	1	2			2/4*	2/4*		2/4*			2/4*	
22. GRADING/DRAINAGE PLAN							2/4*			2/4*			2/4*	
23. STORM DRAINAGE STUDY & CHECKLIST							2/4*			2/4*			2/4*	
24. TRAFFIC STUDY & CHECKLIST							2/4****			2/4*			2/4*	
25. WCAC				YES			YES	YES		YES			YES	
26. SOILS REPORT & CHECKLIST							2			2			2	
27. JUSTIFICATION	2/4*	2/4*		2/4*			2/4*			2/4*	2/4*	2/4*	2/4*	
28. PROJECT DESCRIPTION								1						
29. DEVELOPMENT AGREEMENT									YES					
30. VARIANCE TO IMPVMNT. STDS.											YES			
31. BOUNDARY LINE ADJUST.			YES											
32. ROAD NAME RES./APPVL. APP	YES	YES					YES			YES				
33. Utility Statement			YES											
34. HYDROLOGY & HYDRAULICS STUDY	***	***					***			***				

* If a project is located within a town boundary.

** Paid directly to the Recorder at the time of recording. Please specify contact name and phone number of responsible party.

*** Two copies of a Hydrology and Hydraulics Study must be submitted if required by Title 20, Floodplain Management. If not submitted, a justification letter from the applicant's engineer is required.

**** A Traffic Study and Checklist are not required for TPMs on residentially zoned property.

NOTES: 1. Refer to the following pages for specific submittal requirements of each numbered category.

2. Numbers in the squares refer to the number of copies of that particular item that are required to be submitted with a completed application.

Land Division Application Submittal Requirements

Refer to chart on previous page for specific application submittal requirements.

Please note: All reports and plan sets must be bound

1. **Application form** - The first two pages of the completed Land Division Application form, including all required information and signatures, plus one submittal checklist (page 3 of the application form).
2. **Original Map Mylar** - Original signed mylar, prepared in accordance with the provisions of the Nevada Revised Statutes and Douglas County Code, and which includes all required revisions as specified in the letter of approval for any applicable Tentative Map and as required by the Engineering Division during final map review.
3. **Map Copies** - Copies of the proposed map, 24" x 36" in size, folded to 9" x 12". Copies of final maps must include all signatures required to be obtained by the applicant prior to submitting to the County.

Boundary Line Adjustment Maps must show the following:

- A. The location and distances to relevant property lines of all structures, driveways, wells, septic systems, leach fields, utilities, and any easements.

Tentative Maps must include the following (map requirements for Division of Land into Large Parcels are indicated by asterisks (*)):

- *A. The names, addresses, and telephone numbers of the owner(s) of record, subdivider, and the engineer or surveyor preparing the map.
- B. The names, addresses, and telephone numbers of public utility companies which will serve the subject property (this includes dry utilities and water, sewer, and drainage).
- *C. Legal description of the land included within the tentative map sufficient to define the boundaries of the map. Note: A portion of a section is not sufficient. If the boundary is by metes and bounds, that description shall be on the tentative map.
- *D. Vicinity map of the area showing the proposed tentative map in relation to any established roads, landmarks, etc., so that the site can be easily located. The proposed access route to the site from the nearest public maintained road shall be indicated.
- *E. A north arrow, scale, date, boundary line, and dimensions of the project. The direction of the north arrow should be shown pointing towards the top or right hand side of the map.
- *F. In tabular form, indicate the number of parcels, the gross and net acreage of each parcel, acreage of roads to be dedicated, total site acreage, existing and proposed Zoning and Master Plan designations, and the proposed use of lots.
- G. Zoning and Master Plan designations and actual land uses of adjoining property, including those across a street. Indicate distance from property line to any off-site structures that are within twenty-five (25) feet of a property line.
- *H. The entire assessor's parcel number(s), identifying any remainder portion, and any contiguous properties under common ownership (whole or partial ownership).
- I. The parcel layout, the approximate dimensions of each parcel (ditto marks are not acceptable), the proposed location of building pads, the approximate pad elevation, the elevations of all adjacent parcels, the top and toe of cut and fill slopes to scale, preliminary design and approximate finish of all grading, and a number for each parcel in consecutive order. Any portion of property in common contiguous ownership not included in the map shall be labeled as a remainder parcel.
- J. All existing structures and other manmade features, including utility poles, fences, walls, signs, existing wells, septic systems (including leach lines), culverts, bridges, fire hydrants,

parking facilities, driveways, etc. The plans shall indicate the dimensions and the use of each structure and whether the structure is to remain or to be removed.

- K. The layout of overhead utility lines on peripheral streets, water, sewer, and storm drains.
- L. Building setbacks, the width and approximate locations of all existing and proposed easements or rights-of-way whether for public or private roads, and utilities for flood control purposes, shown by dashed lines. For all existing easements, the name of the easement holder, purpose of easement, and legal reference (Official Records) shall be provided. If an easement is blanket or intermittent in nature, a note to this effect shall be placed on the tentative map.
- *M. Contour of land at intervals of not more than two feet if the general slope of the land is less than 10% and five feet for if the slope is greater than 10%. The map must include an area of not less than 100 feet surrounding the subject parcels. Please indicate contour interval, source, and date the contours were compiled. For land where the slope is greater than 15% the area must be identified as "hillside" and required to meet the hillside grading ordinance (Douglas County Code 20.690.030(k)).
- *N. Locations of all areas subject to inundation or flood hazard; location, width, and direction of flow of all watercourses and flood control areas within and adjacent to the property involved. Include Community Panel Number, date of the Flood Insurance Rate Map (FIRM) Index Map, and the method for handling storm water.
- *O. Any "Restricted Use Areas" and any known areas with the following features: landslides, cave or mine entrances, perennial springs, perennial streams and major drainage ways, faults, abandoned quarries or borrow pits, historical and archeological sites, wetlands, off-site easements, and conservation easements (refer to Douglas County Code 20.690.030.5).
- P. The alignment and cross section for each proposed highway, street, or roadway, including roads proposed under the Master Transportation Plan. All existing and proposed street names shall be shown on the map. All new street names must be approved by the GIS Department (refer to the Road Name Reservation/Approval Application, which must be completed and submitted with the application).
- *Q. The approximate radius of all centerline curves on proposed highways, streets, or roads.
- R. The proposed circulation pattern, including provisions for sidewalks and/or bike path systems.
- S. A tentative map consisting of a condominium project must show, by dashed lines, all building envelopes and other structures to be erected.
- T. A phasing plan if the applicant proposes to develop a project over a period of years.
- U. The Community Development Department may waive any of the foregoing tentative map requirements in cases where the map does not necessitate compliance with such requirements or where other circumstances justify such waiver.
- *V. One copy of the application and two sets of plans for the proposed project will be forwarded by Douglas County to the pertinent General Improvement District (GID) or Town, if applicable. It is the applicant's responsibility to pay all review and application fees directly to the pertinent GID or Town.

Amended Maps and Reversion to Acreage Maps must be drawn per Douglas County Code 20.768 and NRS.

- 4. **Reduced Map** - Copy of the dimensioned map reduced to 8¹/₂" x 11" in size. The reduced copy shall be legible and of sufficient clarity to be used as an official exhibit for the Community Development Staff Report.
- 5. **Tentative Map Approval Letter** - Copy of the letter of approval for the tentative map, including all conditions of approval.
- 6. **Conditions Document** - Copy of written documentation that all tentative map conditions have been met. The written response must include the actual wording of each condition and provide a detailed response that demonstrates compliance with each condition (e.g., easement recorded as document number, water rights permit number, proof of

assignment, etc.). The documentation may also include, but is not limited to, CC&Rs, traffic studies, conditional fees, etc.

7. **Water Rights** - Proof of having completed all the requirements and responsibilities of the Water Rights Relinquishment from the State Engineer, the Water Right Dedication application from the County Engineer, and/or payment of in lieu water rights fees.
8. **Recording Fee** - Recording fee payable to the Douglas County Recorder at the time of recording. *Please specify:*
 - Contact name and phone number of responsible party paying Recording Fee
 - Final Subdivision Map: Number of units * unit fee + fee = total recording fee
 - Final Parcel Map: Contact Recorder for fee
 - Land Division Map: Fee plus fee for each additional page
 - Planned Development: Number of units * unit fee + fee = total recording fee*Contact the Recorder at (775) 782-9025 for current fee rates.*
9. **Approved Improvement Plans or Notice of Completion** – A signed and executed **Security and Improvement Agreement** (*see Security and Improvement Agreement application*) or a Notice of Completion issued by the County Engineer.
10. **Security and Improvement Agreement** - A copy of the approved Security and Improvement Agreement which includes Schedule A, Engineer's cost estimate. *Note: The estimate must be signed by the County Engineer or his/her designee prior to submittal and shall be based on the approved improvement plans.*
11. **Financial Security** - Where the applicant/owner is proposing to secure improvements, submit financial security and a recorded copy of the security improvement agreement, as required per Douglas County Code, under the Map reference number/name, in accordance with the Subdivision Improvement Agreement and Schedule A.
12. **Will Serve Letters** - Two copies of all applicable "Will Serve" letters. These shall include, but not be limited to NV Energy, Southwest Gas, Verizon, sewer, and water. This requirement also includes a written response that is specific, detailed, and proves compliance with the conditions of the will-serve letters.
13. **NDEP Recommendation** - Two copies of a written recommendation from the Nevada Division of Environmental Protection, Bureau of Water Pollution Control, with regards to sewage disposal. *Provide two Septic Radius maps.*
14. **Off-Site Dedication** - Copy of the recorded off-site easements/dedication plan, folded to 9" x 12". *Note: This is required only where the project does not abut a dedicated public right-of-way and/or sewer, water, or access is proposed where no easements/dedications exist. The plan must note the APNs of all affected properties.*
15. **Final Map on Disk** - Copy of the final map on DVD or CD in Shapefiles or DXF/DWG format. Files are to be provided in State Plane, NAD 83 projection with a composite of the entire project. All property lines, rights-of-way, easements other than standard utility easements, centerlines shall be shown. Text data is to include street names, lot line bearings and dimensions, lot numbers, and lot sizes. The file is not to include dimensioning arrows, legends, titles, notes, or other information not directly related to project layout. If you are unable to provide the information in this format, a request for service can be made to MAGIC. There is an hourly service fee for this. Please contact the GIS Department at (775) 782-9894 for information.

16. **Master Parcel Plan** - Copy of a Master Parcel Plan (for serial maps only) showing the proposed roadway alignments, parcel geometrics, and anticipated phasing at the maximum allowable density of the site.
17. **Area Study** - Subdivision and circulation area study. The study should illustrate the integration of the proposed subdivision map with adjacent parcelization including publicly owned and managed property, subdivisions (existing and proposed), and the overall area circulation system.
18. **Tax Receipt** - Tax assessment receipt showing that all taxes and assessments are paid in full. The receipt must be obtained from the County Treasurer's Office, 1616 8th Street (Courthouse Building), Minden. The Treasurer's Office will require a minimum two (2) days notice for applications involving five (5) or more parcels of land.
19. **Personal Notification** - *The following must be submitted for personal notification of the project:*
 - A. A copy of the current list of property owners, mailing addresses, and APNs for all owners of property within the required radius (noted below) of any boundary of the subject parcel(s) as shown on the latest assessment roll of the County.
 - B. A set of mailing envelopes containing the property owner's name, mailing address, and APNs for all properties within the required radius. The envelopes must be stamped (not metered) and contain the County's return address (Douglas County Community Development, P.O. Box 218, Minden, NV 89423).
 - C. A notification boundary map showing the required radius boundary for property owners to be notified, as shown on the latest County tax assessor rolls, on 8¹/₂" x 11" paper. This shall include a scale, north arrow, and the subject property's relationship to existing roads, with a notification radius as follows:
 1. If the subject property is **one acre or less** in size, all properties within **300 feet** shall be notified.
 2. If the subject property is **more than one acre and less than forty acres** in size, all properties within **600 feet** shall be notified.
 3. If the subject property is **40 acres or larger**, each property owner within **1,320 feet** shall be notified.
 4. Or to each owner of at least the 30 parcels nearest to the project parcel, as listed on the county assessor's records, if it is a greater number of parcels than required by subsections (1), (2), or (3), and to the extent it does not duplicate notice given in subsection (1), (2), or (3).

Mailing labels, mailing lists, and noticing radius maps may be purchased through the GIS Department. See the GIS Noticing Request Form.

20. **Vicinity Map** - A vicinity map, on 8¹/₂" x 11" paper, at a scale clearly indicating the subject parcel(s) and showing the existing major street patterns, adjoining projects, subdivisions, water courses, and other significant landmarks within a one-mile radius of the exterior boundaries of the site sufficient to locate the proposed project in relationship to the surrounding community.
Note: Vicinity Maps may be purchased through the GIS Department.
21. **Title Report** - Preliminary Title Report for the subject property, prepared within the last 12 months and including a declaration of all easements of record and copies of all easement/declaration instruments referenced.

22. **Grading Plan** - A copy of the conceptual grading plan, folded to 9" x 12", where slopes on the site are in excess of ten percent or where the scale of the map will not provide sufficient detail to evaluate grading impacts.
23. **Storm Drainage Study** - The drainage study which supports the conceptual drainage plan, prepared and signed by a Nevada Professional Engineer. *Note: See Division 6 in the Douglas County Design Criteria and Improvement Standards (DCDCIS) Manual. Additionally, provide completed Engineering Checklist - Storm Drainage (Conceptual) Study (attached to this application).*
24. **Traffic and Impact Study** - *See Division 2 in the DCDCIS Manual. Additionally, provide completed Engineering Checklist - Traffic and Impact Study (attached to this application).*
25. **WCAC (Water Conveyance Advisory Committee)** - Where the site contains any type of conveyance ditch or easement pursuant to Douglas County Code 20.100.070 and 20.100.080, the applicant shall provide:
 - A. One copy of current list of property owners, mailing addresses, and APNs for any conveyance ditch users in Douglas County adjacent to or downstream of the proposed map as determined from the list of water rights owners compiled by the Federal Water Master's Office, or for those conveyance facilities not covered by the Alpine Decree from the list of water right owners maintained by the State Engineer. In addition, the applicant shall provide one set of mailing envelopes containing the property owner's name, mailing address, and APN for those owners on the list. The envelopes must be stamped (not metered) and contain the County's return address (Douglas County Community Development, P.O. Box 218, Minden, NV 89423). The mailing list and labels may be obtained from the Douglas County Assessor's Office, 1616 8th Street, Minden (Courthouse Building). Please contact the Assessor's Office at (775) 782-9830 for fee information.
 - B. Nine (9) copies of the drainage and irrigation plan, folded to 9" x 12", including the location, size and capacity of all existing and proposed drainage and irrigation facilities and easements within the map, as well as grading, drainage and irrigation details and structures.
 - C. Water Conveyance Advisory Committee review fee required. Checks are to be made out to Douglas County Community Development.
26. **Geotechnical (Soils) Engineering Report** - A soils and percolation report for each proposed parcel where an individual sewage disposal system is the proposed means of sewage disposal. A "Geotechnical (Soils) Engineering Report" meeting the requirement of Division 3 in the DCDCIS Manual shall be provided, indicating the presence of geologic hazards (including faults, high groundwater, wetlands, etc.) for all parcels and providing construction recommendations. Additionally, provide completed Engineering Checklist - Geotechnical (Soils) Engineering Report (attached to this application).
27. **Justification** - Two (2) copies of a written Statement of Justification for the proposal listing and addressing the findings found in the following sections of Douglas County Code:
 - Division of Land into Large Parcels Map** - 20.716.040
 - Parcel Map & Subdivision Map** - 20.708.030
 - Variance to Improvement Standards** - 20.704.070
 - Waiver to Adequate Public Facility Standards for Roads** - 20.712.040

28. **Project Description** - A detailed written description of the project.
29. **Development Agreement** - For **Final Subdivision Maps**, a copy of a recorded Development Agreement, if applicable. See the **Development Application** for submittal requirements for a **Development Agreement**.
30. **Variance to Improvement Standards** - Variance to the improvement standards must be requested in conjunction with the tentative map application. A petition must be submitted, in writing, stating fully the grounds for the variance and all of the facts relied upon by the applicant. The fee for the variance must be submitted along with the map processing fee.
31. **Boundary Line Adjustment** - In addition to any other requirements listed in the previous table, the following are required for Boundary Line Adjustment application submittals:
 - A. Survey closure calculations.
 - B. Name, address, and phone number of the applicable title company and agent.
 - C. A written legal description (i.e., metes and bounds, deed) for the new configuration of each affected parcel.
 - D. Utility Statements for Boundary Line Adjustments (see attached).
32. **Road Name Reservation/Approval Application** - All existing and proposed street names shall be shown on the map. All new street names must be approved by the GIS Department. The applicant must complete and submit the Road Name Reservation/Approval Application with the submittal of the tentative map.
33. **Hydrology and Hydraulics (H & H) Study** – Two (2) copies of a H & H Study must be provided if required by Douglas County Code 20.50.110. Four (4) copies shall be provided if the project is within a Town boundary. If not submitted, a justification letter from the applicant's engineer is required.

WCAC SUBMITTAL CRITERIA

Irrigation Plan and Proposed Map

Douglas County Code Sections 20.100.070 and 20.100.080 provide for an irrigation plan, as well as certain standards for irrigation facilities, whenever a proposed development includes or directly impacts existing irrigation facilities. The proposed irrigation plan and the development are referred to the **Water Conveyance Advisory Committee** for review. In addition to the requirements contained in County Code, the following information must be included in the irrigation plan submitted to the WCAC for its review:

1. Location of the places irrigation water enters the proposed development and identification of the source (e.g., Allerman Canal, Heybourne Ditch, Martin Slough, etc.).*
2. Present method of irrigation used (i.e., sprinkler, border, corrugation, furrow, controlled flooding of pastures, etc.).
3. Direction of flow of present irrigation.
4. Return flow ditches and direction of flow. *
5. Show all water conveyances on the proposal with the recorded or proposed easements. *
6. Show all irrigation pipelines and culverts with their size that are located in water conveyances.
7. Indicate historical irrigation method and practices. *
8. Provide water rights decree numbers, underground and all other water rights certificate numbers, including identification and status of pending applications. *

**The irrigation plan may be submitted on a separate sheet from the proposed map, however, the proposed map must be submitted for review, and certain information is required to be on the recorded map, including the information identified in paragraphs 1, 4, 5, 7 and 8.*

Additional information from the irrigation plan may be required on the final map, in the discretion of the final decision maker, as advised by the WCAC, or as otherwise required by the Douglas County Code. In some circumstances, the WCAC may require additional review of the irrigation plan or the final map before final approval by the County.

* * * * *

Please complete the lower portion of this form and return to engineering by _____.

Project Name: _____ File #: _____

Irrigation Plan Conveyance System Design Factors

	Pre-Development Conditions	Post-Development Conditions
Ditch Capacity (cfs)		
Ditch Slope (ft/ft)		
Ditch Dimensions (BW, D, TW in feet)		
Pipe Capacity (gpm or cfs)		
Pipe Slope (ft/ft)		
Pipe Material		
Flow (gpm or cfs)		
Depth of Flow (ft)		
Velocity (ft/sec)		
Head Loss (ft)		
Water Master Historic Flow		

APN #: _____



DOUGLAS COUNTY
Multi-Agency Geographic Information Center

Job # _____

GIS NOTICING REQUEST FORM

Noticing services are offered by MAGIC, Douglas County Multi-Agency Geographic Information Center. Submit this form to request the preparation of mapping and labels as required for submission of Douglas County development applications. A **five day minimum lead time** is requested to allow staff and applicant adequate time for processing and delivery prior to submittal of the development application. **Call the Community Development Planning Division at (775) 782-6217 for questions regarding application submittal and map requirements.**

The noticing list will contain every property and mailing address that falls within the required noticing radius. Only one property of multiple properties under a single owner will be printed on the labels. The noticing map will reflect the noticing radius and all properties or a portion thereof which falls within the radius.

This request form can be faxed to MAGIC at (775) 783-6478 or returned to the Community Development, Planning Division or the Douglas County's Assessor's Office. Upon completion of the request the applicant will be notified. Lists, labels and mapping will be available for pickup at the Douglas County Assessor's Office in the Administration Building at 1615 8th St., Minden. Payment is due at the time of pickup. Call 782-9894 (MAGIC) for questions regarding payment and delivery.

APPLICANT INFORMATION

Company: _____ **Subject APN(s)** _____
Name: _____
Address: _____ **Date Requested:** _____
Phone #: _____ **Date Required:** _____
Contact Person: _____ **# of Sets Needed:** _____

FEES

Check Items being Requested

List & Labels

_____ **\$30.00 min. for list and labels (covers approx. 312 labels)**
Labels and addresses in excess of 312@ \$.05/label and \$.03/address

Maps

_____ **Vicinity Map, \$30.00**

_____ **Noticing Map, \$45.00**

_____ **NDEP Septic Radius Map, \$60.00**

_____ **Number of new lots being created by parcel map.**
(Information to be provided by applicant)

TOTAL AMOUNT DUE

(For Staff Use)

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

*** Any Service or Map requested within a 24 hour period will be charged at 1.5 times the cost.***

Douglas County GIS (MAGIC) – Voice: (775) 782-9894, Fax: (775) 783-6478
Douglas County Community Development, Planning Division – Voice: (775) 782-6217

UTILITY STATEMENTS FOR BOUNDARY LINE ADJUSTMENTS

1. We DO have utilities in the easement(s) adjoining the line(s) to be adjusted and require like easement(s) at the new boundary line location(s) at the time of relinquishment.

Signed: _____
Signature Company Date

Signed: _____
Signature Company Date

Signed: _____
Signature Company Date

2. We DO have utilities in the easement(s) adjoining the lines to be adjusted and desire a continuation of said easement(s) in the present locations regardless of boundary line location(s).

Signed: _____
Signature Company Date

Signed: _____
Signature Company Date

Signed: _____
Signature Company Date

3. OTHER: (Please type in a statement which applies to your situation): _____

Signed: _____
Signature Company Date

Signed: _____
Signature Company Date

Signed: _____
Signature Company Date

THE FOLLOWING PUBLIC UTILITIES MUST SIGN ONE OF THE ABOVE STATEMENTS:

NV Energy
Charter Communication
Douglas County Engineering (will sign during review)
Water Provider

Southwest Gas Corporation
AT&T Nevada
Douglas County Public Works
Sewer Provider



Community Development - Engineering Checklist Storm Drainage (Conceptual) Study

(This form is to be completed by applicant's engineer, please indicate page number from report where item is addressed)

	CODE: REQUIREMENTS	COMMENT (if any)	PAGE No.
<input type="checkbox"/>	Division (DCDCIS) 6.1: Title 20.100.060.C of the Douglas County Consolidated Development Code (DCCDC) provides the statutory authority for the use of this manual for drainage design. Has Title 20.100.060-080 requirements been met for Drainage facilities and Irrigation facilities?		
<input type="checkbox"/>	Division (DCDCIS) 6.1.1. through 6.2.: Have all the items discussed in Divisions 6.1.1. through 6.2 been considered with the Conceptual Study?		
<input type="checkbox"/>	Division (DCDCIS) 6.3.: Have all the requirements for a Conceptual Drainage Study been met?		
	6.3.1. Conceptual Drainage Study Outline		
<input type="checkbox"/>	6.3.1.I. Introduction		
<input type="checkbox"/>	6.3.1.II. Existing and Proposed Hydrology		
<input type="checkbox"/>	6.3.1.III. Proposed Drainage Facilities (on-site and off-site)		
<input type="checkbox"/>	6.3.1.IV. Conclusions		
<input type="checkbox"/>	6.3.1.V. Exhibits		
Please provide any additional comments or information, please utilize space on back of sheet if needed:			
To the best of my knowledge all the above-mentioned items were considered in the analysis and this portion of the application is complete.			
<div style="border-top: 1px solid black; width: 100%;"></div> Applicant or Representative Name (Please print)		<div style="border-top: 1px solid black; width: 100%;"></div> Date	
<div style="border-top: 1px solid black; width: 100%; text-align: center;"> Signature </div>			



Community Development - Engineering Checklist Traffic and Impact Study

(This form is to be completed by applicant's engineer, please indicate page number from report where item is addressed)

	CODE: REQUIREMENTS	COMMENT (if any)	PAGE No.
<input type="checkbox"/>	Has the Traffic and Impact Study been wet-stamped by a Nevada Registered Professional Engineer per NAC 625.612? This addresses reports, studies, test results, certifications and calculations submitted to public authority.		
<input type="checkbox"/>	Division (DCDCIS) 2.14: Are the following items included or considered in the Traffic and Impact Study Requirements?		
<input type="checkbox"/>	2.14.1. General		
<input type="checkbox"/>	2.14.2. Scope of Work and Method - Did the applicant coordinate with CD - Engineering to scope the traffic analysis?		
<input type="checkbox"/>	2.14.3. Preliminary Site Plan Review		
<input type="checkbox"/>	2.14.4. Traffic Engineering Study Requirements		
<input type="checkbox"/>	2.14.4.1. Previous Traffic Studies		
<input type="checkbox"/>	2.14.4.2. Master Plan, Zoning and/or Tentative Map Applications		
<input type="checkbox"/>	2.14.4.3. Scope of Traffic Engineering Study		
<input type="checkbox"/>	1. Project Description		
<input type="checkbox"/>	2. Trip Generation		
<input type="checkbox"/>	3. Trip Distribution and Assignment		
<input type="checkbox"/>	4. Impact Analysis		
<input type="checkbox"/>	5. Impacts and Mitigation		
<input type="checkbox"/>	6. Results		
Please provide any additional comments or information, please utilize space on back of sheet if needed:			
To the best of my knowledge all the above-mentioned items were considered in the analysis and this portion of the application is complete.			
Applicant or Representative Name (Please print)		Date	
Signature			



Community Development - Engineering Checklist Geotechnical (Soils) Engineering Report

(This form is to be completed by applicant's engineer, please indicate page number from report where item is addressed)

	CODE: REQUIREMENTS	COMMENT (if any)	PAGE No.
<input type="checkbox"/>	Has the Geotechnical (Soils) Engineering Report been wet-stamped by a Nevada Registered Professional Engineer per NAC 625.612? This addresses reports, studies, test results, certifications and calculations submitted to public authority.		
<input type="checkbox"/>	Division (DCDCIS) 3: Have all the requirements for Geotechnical Engineering Reports been met?		
<input type="checkbox"/>	3.1. General		
<input type="checkbox"/>	3.2. Geotechnical Engineering Report		
<input type="checkbox"/>	3.2.1. General Requirements		
<input type="checkbox"/>	3.2.2. Slope Stability Considerations		
<input type="checkbox"/>	3.2.3. Geotechnical Parameters		
<input type="checkbox"/>	3.2.4. Rising Water Considerations		
	THE FOLLOWING TWO ITEMS ARE ONLY APPLICABLE FOR PERMITTING (SIP or BP):		
<input type="checkbox"/>	Division (DCDCIS) 2.10: Was the Resilient Modulus (MR) Value or Resistance (R) Value determined in the geotechnical report for all roads?		
<input type="checkbox"/>	Division (DCDCIS) 2.12.11: Were requirements met for design of Asphalt Concrete Structural Sections?		
	1. Roadbed Soil		
	2. Traffic		
	3. Thickness Design		
	4. Material Determination		
Please provide any additional comments or information, please utilize space on back of sheet if needed:			
To the best of my knowledge all the above-mentioned items were considered in the analysis and this portion of the application is complete.			
<div style="border-bottom: 1px solid black; width: 100%;"></div> Applicant or Representative Name (Please print)		<div style="border-bottom: 1px solid black; width: 100%;"></div> Date	
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="text-align: center;">Signature</div>			